

UNITED STATES GOVERNMENT

# Memorandum

TO : Director of Training  
THRU : Chief, Operations School, OTR

DATE: 17 October 1962

FROM : Chief, Training Assistance Staff, Operations School

SUBJECT: Weekly Activity Report #36  
10 - 16 October 1962

A. SIGNIFICANT ITEMS:

None to report.

B. OTHER ITEMS:

1. MANAGEMENT TRAINING FOR COMMO:

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[REDACTED] Training Officer for the Office of Communications, saw C/TAS on 10 October and explained the need Communications has for some basic materials in management and supervision for their younger technical personnel in the field. He said that these persons are often called on to assume supervisory responsibilities for which they have no previous training. The material needed is of the kind that can be self-taught overseas. We have made a beginning toward collecting papers, and a member of [REDACTED] staff will soon begin working on it also.

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2. ADDITIONAL MATERIALS FOR COUNTERINSURGENCY:

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[REDACTED] has informed us that he is sending us transcripts of all the lectures given in the recent Counterinsurgency Course at the Foreign Service Institute. This will be a welcome addition to our C-I files. He is also providing us with a complete set of all the Country Team papers on individual countries worked out by the various teams in this Course.

3. TRAINING FILM REVIEWED:

On 16 October [REDACTED] reviewed a 30-minute Vietnamese Government propaganda film to determine its training value. The film concerns methods of combating the Viet Cong. A critique is attached.

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GROUP  
Excluded from automatic  
downgrading and  
declassification

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4. REPORTING GUIDE:

When we reported on September 12 that the latest version of this paper would be useable with a few minor changes, we reckoned without [REDACTED]. In trying to polish it up for reproduction she soon discovered that it fell short of our usual standards. Accordingly, she is now working on what is surely the final edition of this work, and in the process including many changes suggested by [REDACTED]

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5. TRAINING MATERIALS FORWARDED:

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a. War Plans Staff: One copy of the Tradecraft Guide in [REDACTED], one copy in English and 59 [REDACTED] language papers from vital materials on loan to Mr. [REDACTED]

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b. Office of Communications: One copy of the Glossary of Operational Terminology to Mr. [REDACTED] for use at Headquarters;

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c. Technical Services Division: One copy of the Guide to Guerrilla Warfare to Mr. [REDACTED] for use at Headquarters;

d. NE Division: One copy of the Glossary of Operational Terminology to Mr. [REDACTED], for his use at Headquarters;

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e. OTR Components: Two copies of a Book Dispatch on contacts with [REDACTED] Officials and one copy of a Book Dispatch on Defector Handling to CC/OS; one copy of a [REDACTED] dispatch with its attachment, Military Recognition Course II, to [REDACTED]; five copies of the Guide to Intelligence Information Reporting to Mr. [REDACTED] for his use in training [REDACTED] officers at Headquarters.

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Attachment: 1 asa